



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON  
Allan O'Shea  
VICE-CHAIRPERSON  
Janice McCraner

Kathy Fenstermacher  
Edward Haik  
Ervin Kowalski  
Glenn Lottie  
Carl Rutske

## CLERK

Marilyn Kliber  
(231) 723-3331

## CONTROLLER/ADMINISTRATOR

Thomas Kaminski  
(231) 398-3500

## WAYS & MEANS COMMITTEE

Tuesday, September 9, 2008  
8:30 A.M.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

### AGENDA

- 1) 8:30 A.M. - Finance Report - Jeri Lyn Prielipp, Financial Assistant
- 2) Review and consideration of recommending payment of the following FY 2007/08 appropriations and miscellaneous invoices:

#### Miscellaneous Appropriations:

- A) None.

#### Invoices:

- A) Consideration of approving the payment of unused accumulated vacation hours to Susan Bernatche, former employee of the 85<sup>th</sup> District Court, whose termination from County employment became effective on August 19, 2008. = \$366.45 (APPENDIX A)
  - B) Consideration of an invoice dated August 13, 2008, from Northern Michigan Substance Abuse Services, Inc. (NMSAS) in the amount of \$23,513.50. This invoice represents 50% of the substance abuse portion of the Convention Facility Development Fund (Cobo Hall Liquor Tax). The Northern Michigan Substance Abuse Services, Inc., is a designated regional substance abuse coordinating agency serving Manistee County. Section 2 of Public Act 2 of 1986 states that "the proceeds received by the taxing unit shall be distributed to the coordinating agency designated for that County pursuant to Section 6226 of Act 368 of the Public Acts of 1978, being Section 33.6226 of the Michigan Compiled Laws, to be used only for substance abuse prevention and treatment programs in the County in which the proceeds originated." According to the check stub received from the State of Michigan, this payment is a distribution of Convention Facility Tax Funds collected in April, May and June 2008. The next payment is projected to occur on October 31, 2008. The October payment will distribute the revenues collected in July, August and September 2008. (APPENDIX B)
  - C) Consideration of an invoice dated September 2, 2008, from the Charter Township of Filer in the amount of \$8,868.32 for legal fees in the T.E.S. Filer City Station Tax Appeal. It is recommended that payment be made from the County's Legal Defense Fund #259. The current balance in the Legal Defense Fund is \$160,209.09. To date, \$16,453.92 has been paid from the Legal Defense Fund for legal fees. (APPENDIX C)
- 3) Miscellaneous Information/Discussion Items.
    - A) Airport Manager Recognition.

- B) Sick Time Buy-out Requests. (APPENDIX D)
  - C) Request from West Shore Medical Center to donate items to the International Aid Organization. (APPENDIX E)
  - D) 2008/09 Budget Discussion.
- 4) 9:00 A.M. - Heather Vasquez, representing the Equalization Department, will appear before the Committee to present a revised fee schedule for maps and other digital data sold to the public and other municipalities. The Committee will also be asked to consider adopting a revised GIS data licensing agreement, and a revised limitation of liability/digital data use disclaimer, which must be signed by those purchasing data from Manistee County. (APPENDIX F)
  - 5) 9:15 A.M. - Ford Stone, Prosecuting Attorney, will appear before the Committee to present the Prosecutor's Victim Witness Grant Agreement for FY 2008/09.
  - 6) Review and prioritize grants to be submitted by the County to the Local Revenue Sharing Board in the 2008 Cycle II grant process. All grants are due in the Revenue Sharing Board office on Friday, September 12, 2008 at 5:00 P.M. The grants submitted by County departments/agencies are as follows:

A) PUBLIC SAFETY

- 1) **Manistee County Controller/Administrator's Office = \$15,000.** This application requests partial funding for a Life Safety Security System upgrade for the County Jail facility. The current system is over 20 years old and was installed with the original construction of the facility. The total project cost is \$214,350 and includes the replacement of control panels operated by the County Sheriff Corrections Officers. These panels operate all security doors within the Jail facility and all voice systems and security cameras. The equipment also includes additional security cameras and the installation of emergency call buttons in individual inmate cells. The Jail Administrator has received quotes from two vendors and the Public Safety Committee has chosen Simplex Grinnell as the preferred vendor for this project. This project will provide safety and security to Jail personnel, inmates and the public. The total project, if approved by the Board of Commissioners, will be paid from a combination of grant funds, available cash, and lease/purchase financing through the vendor.
- 2) **Manistee County SSCENT Board = \$10,230.** This application requests funds to purchase a Police Surveillance Groundhog Camera System to be used by the SSCENT narcotics team. The purpose of the camera is to save man hours while maintaining 24 hour surveillance. The purpose of this system is to provide surveillance to a suspected marijuana grow site and/or a site in which the manufacturing of a methamphetamine is taking place. In 2007, Manistee County had 73 arrests for illegal marijuana grows among the four counties, which include Lake, Mason and Oceana Counties.
- 3) **Manistee County Sheriff's Office = \$9,260.** This application requests funds for the purchase of patrol rifles for the Sheriff's fleet of vehicles. The grant would include training and duty ammunition. The rifle is a Colt LE Commando .223, which is currently being used by agencies across the country. It is the intention of the Sheriff to provide a rifle in each of the six patrol units. By equipping the patrol units with this tactical equipment, the need to provide each officer with their own weapon is

eliminated, and this a substantial savings. The total cost of the rifles with accessories, which include a tactical swing, mounted light, and soft case, is \$7,560. The purchase of ammunition for training of each officer and an ample supply of duty ammunition would be an additional cost of \$1,700. Should the grant not be funded in its entirety, priority would be to purchase three rifles that could be shared and rotated between officers working each shift along with ample ammunition for training purposes and duty ammunition. The cost for three rifles with accessories is \$5,480.

- 4) **Manistee County Medical Care Facility = \$4,380.** This application requests funds for the equipment and installation of a replacement exit emergency door and frame on the southwest side of the building. This door is more than an exit and entrance. It is the emergency exit for evacuation of staff and residents. The current doors were installed when the building was constructed in 1961. It is the facilities responsibility to not only maintain these doors, but to replace when necessary to limit potential harm and liability. If the grant were to be partially funded, the facility would actively pursue other sources of revenue to make the necessary replacement.
- 5) **Manistee County Medical Care Facility = \$22,100.** This application requests funds for an equipment and installation upgrade of the facility's elevator. Specifically, the funds would be used for a new power unit, replacement of rollers (gates/doors), limits and rollers (hoist way doors). The current and only elevator in the facility was installed when the building was constructed in 1961, and it is the facility's responsibility not only to maintain this elevator, but to upgrade when new, safe and more dependable technology becomes available to limit potential liability. Transportation between floors due to the fact that the majority of residents are wheelchair bound is a vital link to essential daily living. Not maintaining the elevator would violate public safety and trust, and place the County facility liable for harm. If the grant received is less than requested, the facility would separate the project and place the new power unit as a first priority for \$15,000, and new gates/door rollers, limits and hoist way door rollers as a second priority for \$7,100.
- 6) **Manistee County Medical Care Facility = \$39,517.** This application requests funds for an equipment and installation upgrade replacement of the front entrance doors at the facility. The MCF relies on operable front doors for more than an entrance. It is also used as the security system for Alzheimer/Dementia residents. The current doors were installed when the building was constructed in 1961. The security system was added at a later date. It is the facility's responsibility to not only maintain these doors, but upgrade when new, safe and more dependable technology becomes available to limit potential liability. If the grant were to be partially funded, the facility would actively pursue other sources of revenue to make the necessary upgrades.

TOTAL PUBLIC SAFETY GRANT APPLICATIONS = \$100,487

There were no Offset or Other Grant applications submitted on behalf of the County.

- 7) Other Items from Committee Members.
- 8) Adjournment.

# Manistee County



(APPENDIX A) OFFICE OF  
CONTROLLER/  
ADMINISTRATOR  
231-398-3500 • Fax 231-723-1795  
www.manistee-county.net

## MEMORANDUM

TO: Manistee County Board of Commissioners

FROM: Karen M. Molby, Personnel Officer/Administrative Assistant *KMM*

DATE: August 15, 2008

RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

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Employee Name:	Susan Bernatche
Department:	District Court
Employee #:	1289
Hourly Rate:	\$17.45
Termination Date:	August 19, 2008

2008 Unused Vacation Hours:	0.0
2009 Earned Vacation Hours:	21.0
2008 Unused Accumulated Sick Hours:	0.00
2008 Unused Personal Day Hours:	0.0

2008 Unused Vacation Payment:	\$0.00
2009 Earned Vacation Payment:	\$366.45
2008 Unused Sick Time Payment:	\$0.00
2008 Unused Personal Day Payment:	\$0.00

2008 Unused Cleaning Allowance Due County:	\$0.00
2008 Shift Differential Due Employee:	\$0.00

Total Amount Due:	<u>\$366.45</u>
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Payment to be made from the "Employee Separations" Account #298 000 701.001.

Approved for payment by the Manistee County Board of Commissioners on Tuesday, September 16, 2008.

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B. Allan O'Shea, County Board Chairperson



# NMSAS

Northern Michigan Substance Abuse Services, Inc.

(APPENDIX B)

*building resources,  
guiding services,  
restoring hope*

August 13, 2008

Russell A. Pomeroy, Manistee County Treasurer  
Manistee County  
415 Third Street  
Manistee, MI 49660

Dear Mr. Pomeroy:

Northern Michigan Substance Abuse Services, Inc. (NMSAS) is the designated regional substance abuse Coordinating Agency serving Manistee County.

Please accept this letter as the invoice for the substance abuse portion of the Convention Facility Development Funds (Cobo Hall Liquor Tax). The amount of this invoice is \$23,513.50 for July. Section II of Public Act 2 of 1986 states that "The proceeds received by the taxing unit shall be distributed to the Coordinating Agency designated for that county pursuant to Section 6226 of Act 368 of the Public Acts of 1978, being Section 33.6226 of the Michigan Compiled Laws to be used only for substance abuse prevention and treatment programs in the county from which the proceeds originated."

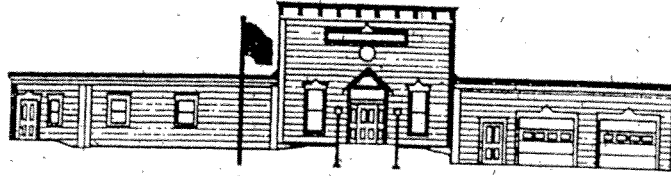
If you have any questions regarding this invoice please do not hesitate to contact either Anita Lawnichak or myself at (989) 732-1791.

Sincerely,

Dennis M. Priess  
Executive Director

(APPENDIX C-1)

# CHARTER TOWNSHIP OF FILER



James Espvik, Supervisor  
Shirley Ball, Clerk  
Melissa Bauman, Treasurer

Dale Kolanowski, Trustee  
Dean Kruse, Trustee  
Larry Linke, Trustee  
Edward Williams, Trustee

Kevin Skipski, Constable

2505 Filer City Road • Manistee, MI 49660 • 231-723-3138 • Fax 231-723-3191

September 2, 2008

Please send your "Total Due Filer Twp." to the above address upon receipt of this billing.

## Breakdown of the T.E.S. Litigation Billing

Agency	Percentage Paying	Current Billing	Total Due Filer Twp.
		June 08	
Manistee County	32.75%	8,868.32	8,868.32
Manistee County Library	6.05%	1,638.27	1,638.27
Manistee County Medical Care Facility	3.03%	820.49	820.49
9-1-1 Central Dispatch	6.05%	1,638.27	1,638.27
Manistee County Transportation	2.00%	541.58	541.58
Manistee County Council on Aging	1.81%	490.13	490.13
Manistee Area Public Schools	3.00%	812.36	812.36
Manistee Intermediate School District	13.68%	3,704.39	3,704.39
West Shore Community College	13.85%	3,750.42	3,750.42
Filer Township	17.78%	4,814.60	4,814.60
		\$27,078.83	\$27,078.83

C-2



George E. Sansoucy, PE, LLC

Engineers & Architects

Lewis Reed & Allen  
Attn: Richard Reed  
Lewis Reed & Allen  
136 East Michigan Ave., Suite  
Kalamazoo, MI 49007  
RE: Filer City, MI ETAL

INVOICE NO: 0013711-IN  
DATE: 07/10/08

PAGE NO: 1

FOR PROFESSIONAL SERVICES RENDERED THROUGH JUNE 30, 2008  
PROGRESS BILLING

Performed By	Description	Hours	Amount
Data Entry	SEE ATTACHED	18.75	\$2,343.75
G. Walker	SEE ATTACHED	50.00	\$11,250.00
G. Sansoucy	SEE ATTACHED	2.00	\$450.00

TOTAL LABOR: \$14,043.75

06/13/08 Mr. Walker's round trip air fare to Michigan with departure date of 6/12/08. \$658.97

Air Fare TOTAL: \$658.97

06/13/08 Crowne Plaza 6/12/08 while Mr. Walker was in Michigan. \$135.66

Lodging TOTAL: \$135.66

TOTAL EXPENSES: \$794.63

TOTAL INVOICE: \$14,838.38

George E. Sansoucy, PE, LLC

32 Nimble Hill Rd., Newington, NH 03801 Tel 603.431.7636 Fax 603.431.7115 mail@sansoucy.com

Remittance Address 89 Reed Rd., Lancaster, NH 03584

# DETAIL WORK IN PROCESS REPORT

C-3

George E. Sansoucy, P.E., LL

SORTED BY CLIENT CODE - DETAIL BY CATEGORY

EG	W.C.	DESCRIPTION	DATE	EMPLY NAME	B T T X COMMENT	HOURS	RATE	AMOUNT
CLIENT CODE:		LEWIS R	Lewis Reed & Allen					
JOB CODE:		2121	Filer City, MI ETAL		STANDARD			
LAB	DAT	Data Entry	06/02/08	LABD DATA ENTRY #7	B NT Work on report.	3.50	125.000	437.50
LAB	DAT	Data Entry	06/03/08	LABD DATA ENTRY #7	B NT Work on report and appendices.	3.25	125.000	406.25
LAB	DAT	Data Entry	06/04/08	LABD DATA ENTRY #7	B NT Work on report and appendices.	8.50	125.000	1062.50
LAB	DAT	Data Entry	06/05/08	LABD DATA ENTRY #7	B NT Work on report.	1.75	125.000	218.75
LAB	DAT	Data Entry	06/23/08	LABD DATA ENTRY #7	B NT Create spreadsheets.	1.75	125.000	218.75
LAB	GCW	G. Walker	06/03/08	WALG WALKER G.	B NT Filer report.	4.50	225.000	1012.50
LAB	GCW	G. Walker	06/04/08	WALG WALKER G.	B NT Filer report.	3.00	225.000	675.00
LAB	GCW	G. Walker	06/05/08	WALG WALKER G.	B NT	4.50	225.000	1012.50
					Reviewing Filer report and making revisions.			
LAB	GCW	G. Walker	06/10/08	WALG WALKER G.	B NT Working on Filer trip.	1.00	225.000	225.00
LAB	GCW	G. Walker	06/11/08	WALG WALKER G.	B NT	6.00	225.000	1350.00
					Preparing for Filer trip. Filer call and preparing for meeting.			
LAB	GCW	G. Walker	06/12/08	WALG WALKER G.	B NT Trip to Michigan.	7.00	225.000	1575.00
LAB	GCW	G. Walker	06/13/08	WALG WALKER G.	B NT Meeting with TES Filer.	9.00	225.000	2025.00
LAB	GCW	G. Walker	06/16/08	WALG WALKER G.	B NT	2.50	225.000	562.50
					Reviewing Filer documents and Sargent and Landry study.			
LAB	GCW	G. Walker	06/17/08	WALG WALKER G.	B NT Reviewing Filer info.	1.00	225.000	225.00
LAB	GCW	G. Walker	06/18/08	WALG WALKER G.	B NT Reviewing TES Filer documents.	2.00	225.000	450.00
LAB	GCW	G. Walker	06/19/08	WALG WALKER G.	B NT Filer City call.	1.00	225.000	225.00
LAB	GCW	G. Walker	06/20/08	WALG WALKER G.	B NT	2.50	225.000	562.50
					Preparing for Filer City. Filer call and review.			
LAB	GCW	G. Walker	06/23/08	WALG WALKER G.	B NT	3.00	225.000	675.00
					Filer City review. Filer conference call.			
LAB	GCW	G. Walker	06/25/08	WALG WALKER G.	B NT Filer conference call.	1.00	225.000	225.00
LAB	GCW	G. Walker	06/30/08	WALG WALKER G.	B NT	2.00	225.000	450.00
					Reviewing TES proposal. Preparing for call on Tuesday.			
LAB	GES	G. Sansoucy	06/03/08	SANG SANSOUCY G.	B NT	1.00	225.000	225.00
					Review new legislation 5524 - effect.			
LAB	GES	G. Sansoucy	06/06/08	SANG SANSOUCY G.	B NT Review final report.	1.00	225.000	225.00
CATEGORY LAB LABOR-BILLABLE TOTALS:						70.75		14043.75
JOB 2121 FEE TOTALS:						70.75		14043.75
EXP	AIR	Air Fare	06/13/08	WALG WALKER G.	E NT			658.97
					Mr. Walker's round trip air fare to Michigan with departure date of 6/12/08.			
EXP	LOD	Lodging	06/13/08	WALG WALKER G.	E NT			135.66
					Crowne Plaza 6/12/08 while Mr. Walker was in Michigan.			
CATEGORY EXP EXPENSES-BILLABLE TOTALS:								794.63
JOB 2121 EXPENSE TOTAL:								794.63
CLIENT LEWIS R TOTALS:						70.75		14838.38
REPORT TOTALS:						70.75		14838.38



LEWIS REED & ALLEN P.C.  
Attorneys

C-4

W. Fred Allen, Jr.  
Stephen M. Denenfeld  
Michael A. Dombos  
Robert C. Engels  
Matthew L. Lager  
David A. Lewis  
Dean S. Lewis  
James M. Marquardt  
Michael B. Ortega  
William A. Redmond  
Richard D. Reed  
Thomas C. Richardson  
David E. Ryan  
Michael A. Shields  
Gregory G. St. Arnaud

136 East Michigan Avenue, Suite 800  
Kalamazoo, Michigan 49007-3975

Telephone 269-388-7600  
Fax 269-349-3831

Of Counsel  
Willy Nordwind, Jr.  
Anne M. Fries

Gould Fox  
(1905-2002)

Winfield J. Hollander  
(1906-1996)

July 14, 2008

Writer's Direct No. (269) 553-1409  
E-Mail Address: [jcosgrove@lewisreedallen.com](mailto:jcosgrove@lewisreedallen.com)

James Espvik, Supervisor  
Filer Township  
2505 Filer City Road  
Manistee, MI 49660

Tom Kaminski  
Manistee County Administrator & Comptroller  
Manistee County Courthouse  
15 Third Street  
Manistee, Michigan 49660

**Re: T.E.S. Filer City Station v Township of Filer**

Gentlemen:

Enclosed find the most recent statement received from George E. Sansoucy, PE, LLC.  
Please make arrangements for payment directly to George E. Sansoucy, PE, LLC. Thank you.

Yours very truly,

LEWIS, REED & ALLEN, P.C.

  
Julie A. Cosgrove  
Paralegal

jac  
Enclosure

June 25, 2008

Invoice# 23121 RDR

Our file# 8596 00003

Billing through 06/25/2008

Township of Filer  
2505 Filer City Road  
Manistee, MI 49660

Re: TES Filer Tax Appeal 1997-07

PAID

PROFESSIONAL SERVICES

05/30/2008	RDR	Conference with Glenn Walker.	0.50 hrs.	125.00
06/02/2008	RDR	Telephone conference with Jim Espvik; telephone conference with Bruce Brown; prepare answer to motion to add tax year 2008.	0.75 hrs.	187.50
06/09/2008	RDR	Study report of Glenn Walker (George E. Sansoucy PE); two conference swith Glenn Walker; telephone conference with Tom Kaminski; telephone conference with James Espvik.	2.50 hrs.	625.00
06/09/2008	RDR	Telephone conferences with Glenn Walker and Bruce Brown.	2.00 hrs.	500.00
06/11/2008	RDR	Travel to Filer Township from Baldwin; attend meeting with Tom Kaminski, James Espvik and Glenn Walker (via telephone); return to Baldwin.	5.00 hrs.	1,250.00
06/11/2008	RDR	Travel to Manistee; confer with Jim Espvik, Tom Kaminski and Glenn Walker (by telephone) and return.	7.00 hrs.	1,750.00
06/11/2008	RDR	Travel to Grand Rapids and attend meeting with Joe and Jim Tondou and representatives from Consumers Energy; return.	7.50 hrs.	1,875.00
06/17/2008	RDR	Conference with Glenn Walker; telephone conference with Jim Espvik; work on development of settlement scenarios.	1.00 hrs.	250.00
06/18/2008	RDR	Telephone conference with Glenn Walker, Jim Espvik and Tom Kaminski.	0.75 hrs.	187.50
06/19/2008	RDR	Telephone conference with Glenn Walker;	1.00 hrs.	250.00

work on settlement proposals.

06/19/2008	RDR	Preparation for and conduct conference.	1.75 hrs.	437.50
06/20/2008	RDR	Travel to Manistee; attend conference with return.	6.00 hrs.	1,500.00
06/23/2008	RDR	Conferences with Glenn Walker.	1.00 hrs.	250.00
06/23/2008	RDR	Study proposed settlement scenarios; telephone conference with Jim Espvik, Tom Kaminski and Glenn Walker.	1.50 hrs.	375.00
06/25/2008	RDR	Confer with Glenn Walker; telephone conference with Glenn Walker, Jim Espvik, Tom Kaminski and Bruce Brown; review draft 4 of Tondy's calculations for settlement and telephone conference with Jim Espvik, Tom Kaminski, Bruce Brown and Glenn Walker.	2.50 hrs.	625.00

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\$10,187.50
EXPENSES

06/25/2008	Copies, Postage, Telephone Expense:	112.06
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\$112.06
Billing Summary

Total professional services	\$10,187.50
Total expenses incurred	\$112.06
Total of new charges for this invoice	<hr/> \$10,299.56
Plus net balance forward	\$0.00
<b>Total balance now due</b>	<hr/> <b>\$10,299.56</b> <hr/>

PLEASE INCLUDE FILE NUMBER ON YOUR REMITTANCE  
WE ACCEPT VISA AND MASTERCARD  
PAYMENT DUE UPON RECEIPT

# Lewis Reed & Allen P.C.

C-7  
STATEMENT

136 East Michigan Avenue, Suite 800  
Kalamazoo, Michigan 49007-3975  
Telephone: 269-388-7600  
Federal ID# 45-0492032

July 25, 2008

Invoice# 23473 RDR  
Our file# 8596 00003  
Billing through 07/25/2008

Township of Filer  
2505 Filer City Road  
Manistee, MI 49660

Re: TES Filer Tax Appeal 1997-07

## PROFESSIONAL SERVICES

06/16/2008	RDR	Preparation for settlement conference; attempt to conduct telephone conference with Jim Espvik (unable to complete due to power outage and storm issues).	0.75 hrs.	187.50
07/01/2008	RDR	Review documents provided by Joe Tondy and Glenn Walker; telephone conference with Glenn Walker; telephone conference with Jim Espvik, Tom Kaminski and Glenn Walker.	4.00 hrs.	1,000.00
07/14/2008	RDR	Conference with Glenn Walker and conference with Jim Espvik.	0.50 hrs.	125.00
07/14/2008	RDR	Review materials provided by Glenn Walker; conference with Glen Walker; conference with steering committee; telephone conference with Jim Espvik.	1.50 hrs.	375.00

\$1,687.50

## EXPENSES

06/30/2008	Mileage:	234.83
07/25/2008	Copies, Postage, Telephone Expense:	18.56

\$253.39

## Billing Summary

Total professional services	\$1,687.50
Total expenses incurred	\$253.39
Total of new charges for this invoice	<u>\$1,940.89</u>
Plus net balance forward	\$0.00



8596

Filer, Township of

Invoice# 23473

Page 2

Total balance now due

\$1,940.89

C-8



PAID  
10/10/10

PLEASE INCLUDE FILE NUMBER ON YOUR REMITTANCE  
WE ACCEPT VISA AND MASTERCARD  
PAYMENT DUE UPON RECEIPT

# Manistee County



~~SECRET~~  
(APPENDIX D)

OFFICE OF  
CONTROLLER/  
ADMINISTRATOR

231-398-3500 • Fax 231-723-1795  
www.manisteecounty.net

## MEMORANDUM

TO: All County Employees with Accumulated Sick Time

FROM: Karen M. Molby, Personnel Officer/Administrative Assistant *KMM*

DATE: July 24, 2008

RE: 2008-09 Request for Sick Time Buy Out at 85%

=====

Pursuant to the GEA/POAM Labor Agreement, the POAM Labor Agreement, and County policy, the County Board of Commissioners agreed that effective January 1, 1997, employees will be allowed once per year to purchase sick leave hours from their existing bank of sick days. Any payment of this type prior to termination from employment will be paid out at 85% of current value. Because the County cannot afford to pay every employee all of their sick time in any one year, even at the discounted rate of 85%, both Contracts and the County's policy state that the number of days allowed to be purchased each year will be determined by the County. This will be based upon the number of requests received for buy out.

Please complete the attached form if you are interested in purchasing sick time hours and return it to the County Controller/Administrator's Office no later than **Friday, August 15, 2008** at 4:00 P.M. You may request as many hours as you wish, but please keep in mind that the hours will be paid at 85% of value and that your request may or may not be 100% accepted depending on the number of requests received. Once your request for days is returned to this office, a budget will be determined and you will be informed of the number of hours you will be allowed to purchase. All requests will be paid to employees in one payroll during the 2008-09 year. Please keep in mind that you do not have to participate in any type of buy out or you can decide to take part in a buy out in another year. If you do not participate in the buy out, your sick time will be paid to you upon resignation or retirement at 100% of current value at the time of termination. If you do not complete and return this form by the deadline date, your right to purchase sick hours in 2008-09 will be forfeited.

Thank you for your immediate attention to this matter. Should you have any questions, please feel free to contact me.

(APPENDIX E)

September 4, 2008

Mr. Thomas Kaminski, Administrator  
Manistee County Courthouse  
415 Third Street  
Manistee, Michigan 49660

RE: Donation

Dear Mr. Kaminski,

I am pleased to inform you that the Medical Center is donating the attached list of items to the County. These items have been offered to the Manistee Medical Care Facility, but they were not interested. Also attached, is a list of items donated to Manistee Medical Care Facility and the Manistee Area Community Clinic.

The items are in an as is condition with no expressed nor implied warranty. In addition, the Medical Center can not assume any liability for the continued use of the items.

Unless we hear from you in thirty (30) days from the date of this letter, we will donate the items in the County's name, and with the same disclaimers, to:

International Aid

If this should prompt any questions please do not hesitate to contact me at 398-1144.

Sincerely,



Sonja Ganger, RN  
Director of Clinical Outcomes

cc: Accounting Manager  
VP of Finance

(E-2)

## Donated Items List

### International Aid

- Assorted sizes of sterile latex foley catheters
- Assorted arm slings, pelvic traction, and other splint devices
- 3 boxes of 60 ml cath tip syringes
- 3 boxes 18ga non-safety needles
- Assorted box of surgical screws and plates



(E-3)

## Donated Items List

### Manistee Medical Care Facility

- Salad Bar and accessories
- Wire Storage Carts
- Display Case
- Assorted Medical Supplies
- Bulletin Boards

### Free Clinic

- Used desks (3)
- Round table
- Small Cabinet
- Chairs for round table (3)
- Hon modular desk units, used (2)
- Wall partition's
- End table (1)
- Laminator (1)
- Box assorted medical supplies
- Coat Rack
- Xray View Box
- Stretcher
- Exam Tables (2)
- File Cabinets (2)
- Lab draw chair (1)
- Wire cart (1)
- Large storage cabinet (1)
- Movable storage carts (2)



(APPENDIX F)

**EQUALIZATION DEPARTMENT  
FEE SCHEDULE**

**2008 Orthophoto Paper Maps**

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<u>Size</u>	<u>Blk/Wht(Lines Only)</u>	<u>Color(Lines Only)</u>	<u>Aerial Photos &amp; Lines</u>
8.5" X 11"	\$ 3.00	\$ 4.00	\$6.00
36" X 36"			\$25.00

\*Map pricing covers charges for data, ink, equipment, and bond-type paper.

**2008 Color Digital Orthophotos (aerial photos) --- High Resolution**

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¼ Section – Digital Photo (approx 3000' x 3000') \$ 100.00

Digital Orthophoto Data is available in TIFF and/or MrSID formats

**Exports (.pdf or .jpg) --- Reduced Resolution**

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¼ Section	\$ 25.00
½ Section	\$ 50.00

**Digital Data**

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Digital Parcel Data Township/City	
GIS Township/City Layer (.shp)	\$ 100.00
Assessment Roll Download (.txt)	\$ 100.00

\*Vector Data is available in ESRI Shape File format (.shp).

**Hourly Labor (Custom Requests)**

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Hourly Labor Fee for GIS personnel	\$ 40.00
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(F-2)

## **Assessment Roll Printouts**

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\$1.00 First page  
\$ .10 Additional pages

**\*\*SHOULD SPECIFY - ALPHA, TOWNSHIP, VILLAGE\*\***

\$1.00 Per page for selected area\* (Parcel numbers must be supplied).

\*This fee may require additional search & preparation fee with large areas.

\$1.00 Page for all special printouts/reports

## **Photocopying (Surveys, Reports etc.)**

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\$1.00 Each page

## **Research and Preparations**

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\$ 1.00 Per 5 Minutes. This includes searching records, examining, reviewing, refilling, collating, binding & preparing for delivery.

Additional charges may apply for shipping and handling.

\*Participating municipalities cost is 50% of the above fees.



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## **Manistee County GIS Data Licensing Agreement**

This GIS Data Licensing Agreement applies to the GIS Data as listed on the Manistee County Digital Geographic Data Order Form and additional GIS Data if specified in "data sharing agreement." This Agreement does not constitute a transfer of title or interest in the digital geographic data. Any portions of this data that is modified or merged into another computer file or program by the User or is integrated with other programs or data to form a derivative product, shall continue to be subject to the provisions of this Data Licensing Agreement. Manistee County retains ownership of all the digital geographic data.

Manistee County owns exclusive copyright and other proprietary interests in its GIS products including: electronic data, maps or other digital presentations and works. Recipient shall not copy, reproduce, transfer or make any other form of or derivative work from, the product(s) provided to you for sale or other distribution, to any other person or organization without the written consent of a Manistee County representative. To the extent permissible under the law, you shall be liable to Manistee County for any and all losses incurred as the result of any use of the Manistee County GIS product(s) that is in violation of this agreement and receipt.

If the User receives a request from a third party for the Manistee County digital geographic data, the User shall provide the third party with Manistee County contact information so third party can obtain the digital geographic data. In the event of a consensual agreement between Manistee County, the User and a third party obtaining derivative products from the User, the User will collect from the third party all reasonable fees for the Data as detailed in the Manistee County Enhanced Access Fee Schedule (fees will apply to the most current Fee Schedule) and reimburse these fees to Manistee County. Reasonable fees are those established in accordance with the Manistee County Enhanced Access Policy and the State of Michigan's Enhanced Access Act, and are approved by each party's legislative body. In the event of a data sharing agreement, Manistee County reserves all rights to derivative products (hardcopy and/or softcopy) to be supplied by the User to a Manistee County representative.

Manistee County assumes no responsibility for the accuracy of any subsequent copies of the digital geographic data or its derivative products made and distributed by the User with written consent of a Manistee County representative.

All publications, compilations, or derivative works using any of the Manistee County digital geographic data must include the following Copyright notice:

**COPYRIGHT MANISTEE COUNTY \_\_\_\_\_ (insert appropriate year)**

**Example: COPYRIGHT MANISTEE COUNTY 2008**

Also, recipient shall not obscure, alter or remove any Manistee County notice(s) concerning confidentiality, ownership, secret, copyright, trademark or proprietary rights from any GIS product provided to you pursuant to this agreement and receipt. By receiving the specified GIS product(s), Manistee County is providing you with a limited, nonexclusive license for the specific purpose described above. To the extent permitted by law, recipient shall defend, hold harmless and indemnify Manistee County for any loss, damage or claim arising out of the use of the GIS product(s), or any parts thereof provided to you by Manistee County. (F-4)

**The digital geographic data is to be solely retained by the User. In no instance is the digital geographic data to be sold, leased, copied, loaned, or transferred, in whole or part to other public agencies, private individuals, private firms, or non-profit entities.**

Manistee County provides no expressed or implied warranty with respect to the GIS product(s), including any electronic data maps or other digital presentations or works provided to recipient pursuant to this agreement. Manistee County does not make any representation, covenant, promise, guarantee or warranty as to the accuracy or usefulness of the electronic data, maps or other digital presentations or works, or any parts thereof, provided to recipient, or that the GIS product(s) provided to the recipient will be error free or free of defects. Further, Manistee County disclaims any and all warranties, whether express or implied, including, but not limited to, any implied warranties of merchantability or fitness for a particular purpose, with respect to any aspect of the GIS Product(s) provided recipient, including, but not limited to, the character, function or capabilities of the electronic data, related documentation, or storage or transfer medium.

\_\_\_\_\_  
Signature of Data User

\_\_\_\_\_  
Date Signed by Data User

\_\_\_\_\_  
Printed Name of Data User

\_\_\_\_\_  
Representing

**Manistee County (Office Use):**

\_\_\_\_\_  
Signature of Manistee County Representative

\_\_\_\_\_  
Date Received

All notices, consents, approvals, requests and other communications required or permitted under this Agreement must be given in writing, signed by an authorized representative, and mailed to:

Manistee County Equalization  
415 Third Street  
Manistee, MI 49660  
Phone: 231.723.5957  
Email: [equal@manisteecounty.net](mailto:equal@manisteecounty.net)

**NOTES:** (Office Use – list additional GIS data and use limitations if not specified on the Manistee County Geographic Data Order Form)

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**Manistee County  
Limitation of Liability/Digital Data Use Disclaimer**

Manistee County has and continues to put forward extensive efforts to generate digital geographic datasets supporting the delivery of public services. The digital geographic data available may not serve all or any of the intended applications requested/demanded of the information provided. Please consult the appropriate County department to ensure the data is applicable to your given application.

Manistee County makes no representation of the accuracy of the data including the associated attributes contained within the data. The digital geographic data is to be considered a generalized representation which is subject to revisions. The feature boundaries are not to be used to establish legal boundaries. For specific information, contact the appropriate department or agency. This information is provided as a visual representation only and is not intended to be used as a boundary survey or to construct improvements.

The user of this information acknowledges that Manistee County shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the officials, employees, and other third parties (maintaining information) which arise from using this information.

*By signing this document I acknowledge that I have read and understand the Limitations of Liability/Digital Data Use Disclaimer pertaining to digital geographic data purchased through Manistee County and will assume the responsibility to inform those using the information of the same.*

\_\_\_\_\_  
Signature of Data User

\_\_\_\_\_  
Date Signed by Data User

\_\_\_\_\_  
Printed Name of Data User

\_\_\_\_\_  
Representing

**Manistee County (Office Use):**

\_\_\_\_\_  
Signature of Manistee County Representative

\_\_\_\_\_  
Date Received